

JOB DESCRIPTION – SOLICITOR

POSITION: Full time

RESPONSIBLE TO: Principal Solicitor or their delegate

FLEXIBILITY: Remote working and part time working arrangements considered for the right candidate.

SALARY: \$90,000 per annum, negotiable for the right candidate (+ salary packaging + superannuation).

All applications addressing the selection criteria are considered

Aboriginal or Torres Strait Islander lawyers are encouraged to apply.

STATEMENT OF DUTIES

Prerequisites

- Hold, or be eligible to hold, a current unrestricted practicing certificate in NSW.
- Experience in intellectual property law, including copyright and contracts/commercial law.
- Availability to travel
- 4 years+ post qualification experience

Purpose

Responsible for the day-to-day provision of legal advice and related services to Australia's artists and creative communities, including Aboriginal and Torres Strait Islander artists through the Artists in the Black program.

1. Legal Practice

Provide legal advice to individual artists and arts organisations (including Indigenous artists and arts organisations) with arts related legal problems. This advice covers a wide range of legal areas including copyright, contracts, debt, business structuring, defamation and ranges from high level general advice to strategic, commercial and/or contractual review and drafting assistance. This includes delivery of the Artists in the Black service for Aboriginal or Torres Strait Islander artists.

Supervise and oversee legal assistance provided by volunteer lawyers, day-time volunteers and interns as required.

2. Education and professional development

Prepare and deliver professional development workshops to creators, tertiary students, arts workers, Indigenous artists and other stakeholders in copyright, contracts, business structures and other areas of law

relevant to practicing artists and arts organisations. Delivery includes online and in person delivery to interstate, regional and remote locations. Contribute to the development of Arts Law's education resources.

3. Publications and website

Prepare professional and self-help materials including information sheets, checklists and guides. Draft or review contract templates for use by Australia's creative communities as directed.

4. Advocacy on Law and Policy Reform

Contribute to law and policy reform work, including participation in the Arts Law's advocacy committee and the development of an advocacy plan.
Prepare submissions and participate in other law and policy reform strategies as directed.

5. Administration and other duties

Do your own administration (including file notes, use of Salesforce, Microsoft Office and Outlook calendar) and attend Board and staff meetings as required. Carry out other duties as may reasonably be required by the Principal Solicitor, Director National Partnerships and Programs or CEO.

SELECTION CRITERIA

SOLICITOR Essential

1. Practising certificate in New South Wales with 4+ years post qualification experience in intellectual property (copyright) and contracts/commercial law.
2. Demonstrated experience in providing strategic, relevant legal advice to creators and/or arts organisations and/or small to medium businesses.
3. Strong verbal and written communication skills, in particular, the ability to distill and explain complex legal issues to individuals and groups with a predominantly non-legal background.
4. Strong legal drafting skills (experience in drafting contracts for creatives is highly desirable).
5. Skillful management of short, medium and long term legal projects/tasks, for example, balancing day to day advice files with medium term drafting tasks and longer term negotiations or reform work.
6. Well-developed organisational and administrative skills including own file management and being administratively autonomous.
7. Demonstrated ability to work effectively in a small team.
8. Ability to travel nationally on a regular basis.

Desirable

1. Experience in community-based organisations or arts organisations.
2. Experience in working with people from Aboriginal or Torres Strait Islander backgrounds.
3. Experience in providing tertiary or community legal education.
4. Experience in wills and estates law.
5. Experience in policy and law reform work and an awareness of law reform issues relevant to artists' professional and creative activities.